

July 1, 2016

## 2016 China Outbound Trade Mission for Forestry & Wood Product Suppliers

On behalf of the North Carolina Department of Agriculture and Consumer Services (NCDA&CS) International Marketing Division, we are pleased to invite you to participate in a Forestry and Wood Product Outbound Trade Mission to China. The intent of this mission is to provide N.C. wood product suppliers the opportunity to expose their products to the Chinese market. This trade mission will focus on the emerging inland markets of Wuhan and Chengdu. This mission will participate in the 6<sup>th</sup> China Global Wood Trade Conference in Wuhan. For additional details, please visit <http://www.gwtchina.org/en/index.asp>. The trade mission will provide opportunity for arranged meetings and/or tours to visit distributors, importers and/or market specific clientele. Should you decide to participate in this mission, your obligatory itinerary and timeline will be:

### Thursday, September 8

- Depart NC for China

### Friday, September 9

- Arrive in Shanghai, China

### Saturday, September 10

- Visit Furniture Manufacturing & Supply China (FMC China 2016) and China International Furniture Expo (Furniture China 2016) <http://www.fmcchina.com.cn/en-us/fmp>

### Sunday, September 11

- Travel to Chengdu, China
- Hotel in Chengdu, China

### Monday, September 12

- Wood industry meetings, Chengdu
- Travel to Wuhan, China
- Hotel in Wuhan, China

### Tuesday, September 13

- 6<sup>th</sup> China Global Wood Trade Conference <http://www.gwtchina.org/en/>
  - Morning session to discuss about the current situation and future trends of China and global wood markets.
  - Two parallel afternoon sessions on hardwood and softwood supplying countries market information.
  - Business matching & small exhibition session
- Hotel in Wuhan, China

### Wednesday, September 14

- 6<sup>th</sup> China Global Wood Trade Conference
  - Industry tour around Wuhan to visit the container & log ports, log yards, warehouses, sawmills, industry parks, processing mills etc.
- Hotel in Wuhan, China

### Thursday, September 15 (Mid-autumn festival begins)

- Depart China for NC

*\*Please note, this schedule is subject to change*

Tours and meeting will be arranged with the assistance of the USDA Foreign Agriculture Service or industry consultants. We will do our best to provide content in our meetings that will benefit your company in the sales, marketing, distribution and/or presentation of your products in these export markets.

You will be responsible for the costs of flights, hotels, meals, incidentals, entertainment, and any other personal expenses. Your company will be responsible for providing product samples, literature and other materials for presentation to potential clients and conference attendees. Your time commitment to the NCDA&CS will begin on Friday, September 9<sup>th</sup>, 2016 and end on Thursday, September 15<sup>th</sup>, 2016.

6<sup>th</sup> China Global Wood Trade Conference Fees:

Conference & One-day Industry Tour 2-day COMBINED: \$795.00 USD per person (Before July 15, 2016)

\$995.00 USD per person (After July 15, 2016)

Table-top Renting (During Business Matching Session): \$135.00 USD

Participation Details:

- If you decide to accept this invitation, we request you endorse this letter and send it back to NCDA&CS International Marketing and complete the attached Participation Agreement.
- Pay a participation fee of **\$250.00** for each company planning to attend this trade mission. Payment is to be made to **“NC Agricultural Promotions, Inc.”** and is due with your signed letter and Participation Agreement. Payment is non-refundable for companies selected to participate in this activity.
- Participants are selected on a first come, first serve basis in order of **postmark date** when receiving participation fee, letter and Participation Agreement. All three items must be received in order to reserve your position on this mission. The mission will be limited to 7 participating companies.

Participation fee is to be made to **“NC Agricultural Promotions, Inc.”**

Completed forms and participation fee can be mailed to:

**North Carolina Department of Agriculture & Consumer Services**

**Attn: John Hammond**

**International Marketing**

**1020 Mail Service Center**

**Raleigh, NC 27699-1020**

More detailed information will follow once we have confirmed your participation.

We hope you will join us for this exciting mission. Thank you and we look forward to your prompt reply.

Best Regards,

John Hammond  
International Marketing Specialist  
NC Department of Agriculture & Consumer Services  
Tel: + 1 919 707 3160  
Email: john.hammond@ncagr.gov

*Please sign below:*

\_\_\_\_\_  
Signature

North Carolina Department of Agriculture & Consumer Services

Tel: +1 919 707 3160

[www.ncagexports.com](http://www.ncagexports.com)

got to be **NC** **AG EXPORTS** **2016 China Outbound Trade Mission**  
www.ncagexports.com **PARTICIPATION AGREEMENT**

Thank you for your interest in the North Carolina Department of Agriculture & Consumer Services Outbound Trade Mission. Below you will find the terms and conditions of this activity and Registration Form. To register, simply complete the following form and return it along with your signed letter of invitation and participation fee, of **\$250**, made payable to **"NC Agricultural Promotions, Inc."** to North Carolina Department of Agriculture & Consumer Services, Attn. John Hammond, International Marketing, 1020 Mail Service Center, Raleigh, NC, 27699-1020

## COMPANY INFORMATION

Company Name				Phone Number
Company Street Address				Cell Number
City	State / Province	Postal Code	Country	Email

## TRAVELER INFORMATION

☐ Mr.    ☐ Mrs.    ☐ Ms.

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First / Given Name                      Middle Name                      Last / Family Name

  


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Position / Title in Company                      Date of Birth (Month / Day / Year)                      Sex / Gender

☐ Male    ☐ Female

### EMERGENCY CONTACT INFORMATION

Emergency Contact Name		Relationship to You	
Emergency Contact's Phone Number	Emergency Contact's Cell Number	Emergency Contact's Email	

## PARTICIPATION TERMS AND CONDITIONS

**THE NORTH CAROLINA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES AGREE TO:**

- ☒ Coordinate trade mission flights, transportation and hotels
- ☒ Arrange meetings and tours with buyers, importers, distributors or otherwise to benefit NC wood product suppliers
- ☒ Provide translators, as needed for meetings
- ☒ Provide ground transportation to our daily meetings

**PARTICIPATING COMPANY AGREES TO:** *(please initial each statement)*

_____ Adhere to the Mission schedule and participate as per the letter of invitation.	_____ Cover cost of hotel accommodation outside of the mission dates.
_____ Provide direct payment for flights, hotels and other travel related business and personal expenses.	_____ Indemnify North Carolina Department of Agriculture & Consumer Services and sponsoring state agencies from any loss or other claims resulting from participation in this activity.
_____ Cover all costs of your own meals and incidentals.	_____ Upon completion of this activity, complete an evaluation and provide information regarding increased export sales, success stories or otherwise resulting from this activity.
_____ Cover increase in airline fare for additional city stops or additional days outside of the mission dates.	

I, \_\_\_\_\_ have read, understand, and agree to the conditions stated above.  
Print Full Name

\_\_\_\_\_  
Signature Date